

(Please do not staple or paper clip)

Name:  
Title:  
Review:  
Due:

**CITY OF HICKORY  
FIRE DEPARTMENT  
PERFORMANCE PAY RECOMMENDATION**

\_\_\_\_\_ **UNACCEPTABLE:** Performance is inconsistent and does not meet requirements in one or more areas. Remedial action and close supervision are required. Significant improvement must occur or termination of employment could result.  
(IMPROVEMENT PLAN MUST BE ENCLOSED)

\_\_\_\_\_ **MEETS JOB REQUIREMENTS:** Performance meets requirements established for the job in all or most areas. The coworker does a capable job of providing services that are required and expected from the position. Most coworkers perform at this level.

\_\_\_\_\_ **EXCEEDS JOB REQUIREMENTS:** Performance clearly exceeds most or all work requirements. Work is performed at a high level of proficiency, skill, and quality throughout the evaluation period. Work is accomplished with a minimum of supervision. To receive an Exceeds Job Requirements, the performance must be rated as exceeds in at least 3 of the 5 categories.

I acknowledge that I have had an opportunity to discuss this review with my supervisor. I understand that signing this form does not necessarily imply agreement with my supervisor's rating and that I may write my comments below or attach additional sheets of paper to explain any comments.

**Employee's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_

**Supervisor's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_

**Deputy Chief's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_

**Department Head's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_

**Name:**  
**Title:**  
**Review:**  
**Due:**

**CITY OF HICKORY  
FIRE DEPARTMENT  
Employee Performance Review**

The City of Hickory has established and maintains an equitable system for defining and improving the performance level of employees of the City and encourages communication between supervisor and employee in regard to work expectations and responsibilities.

All full-time employees of the City participate in a performance review based on work performance standards. The supervisor completes the work performance standards section of the appraisal form before listing the accomplishments, disciplinary actions, areas for improvement and/or training, and the employee's overall work performance rating.

**Accomplishments this review period:**

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**Disciplinary Actions this review period:**

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**Areas for improvement and/or training and development:** (Completion of this section is required for area(s) marked "Unacceptable." It is recommended that it also be used for personal development goals for the employee.)

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**CITY OF HICKORY  
FIRE DEPARTMENT  
Performance Evaluation – Supervisors**

**Name:**  
**Title:**  
**Review:**  
**Due:**  
**Supervisor:**

The requirements listed for each category being evaluated are examples only. You may have additional items you wish to evaluate. Please support your rating by summarizing performance in the comments section.

An on-line version of this form is available at CityCommon/Forms/Performance Evaluation (Supervisor).

<p><b>Attendance and Punctuality</b> <i>(the degree to which the employee can be depended upon to be available for work and complete work responsibilities)</i></p> <ul style="list-style-type: none"><li>• Follows departmental policies for notification of absences</li><li>• Maintains consistent work attendance</li><li>• Has no unexcused absences</li><li>• Begins work, meetings, and appointments on time</li></ul>	<p><input type="checkbox"/> Meets requirements</p> <p><input type="checkbox"/> Unacceptable</p>
<p><b>Comments:</b></p>	

**Name:**  
**Title:**  
**Review:**  
**Due:**

<p><b>Work Habits</b> <i>(the manner in which the employee conducts him or herself in the work environment)</i></p> <ul style="list-style-type: none"><li>• Consistently enforces and observes applicable laws, rules, policies and procedures</li><li>• Ensures safety standards and procedures are observed</li><li>• Ensures equipment is used and maintained properly</li><li>• Assigns work and ensures assignments are understood</li><li>• Reviews work for quality and completeness</li><li>• Provides needed resources and information so work can be completed as assigned</li><li>• Assumes responsibility for work site and coworkers safety as required</li><li>• Accepts assignments in a positive manner</li><li>• Adjusts schedule as needed</li></ul>	<p><input type="checkbox"/> Exceeds requirements</p> <p><input type="checkbox"/> Meets requirements</p> <p><input type="checkbox"/> Unacceptable</p>
<p><b>Comments:</b></p>	

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**Title:**  
**Review:**  
**Due:**

<p><b>Interactions with others</b> <i>(the extent to which the employee shows understanding to the needs and problems of internal and external customers)</i></p> <ul style="list-style-type: none"><li>• Demonstrates cooperation and flexibility</li><li>• Provides effective supervision, including praise and constructive feedback</li><li>• Treats coworkers in a fair and equitable manner</li><li>• Acts in a manner consistent with team/department/city policies and procedures when interacting with coworkers and customers</li><li>• Acts independently within established guidelines</li><li>• Interacts positively with a variety of people in different situations</li><li>• Works cooperatively and effectively with others to achieve unit goals</li><li>• Understands and communicates the expectations and requirements of internal and external customers</li><li>• Has a clear understanding of who the organization's customers are and communicates this to coworkers</li><li>• Ensures coworkers communicate and act with customers in mind</li></ul>	<p><input type="checkbox"/> Exceeds requirements</p> <p><input type="checkbox"/> Meets requirements</p> <p><input type="checkbox"/> Unacceptable</p>
<p><b>Comments:</b></p>	

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**Title:**  
**Review:**  
**Due:**

<p><b>Quality of Work</b> (<i>the extent to which the employee completes work duties accurately within established time frames</i>)</p> <ul style="list-style-type: none"><li>• Performs work thoroughly, neatly and accurately</li><li>• Ensures work is completed on time and that it meets expectations</li><li>• Work consistently meets department standards with few or no errors</li><li>• Coaches coworkers in using their time effectively and productively</li><li>• Work shows attention to detail</li></ul>	<p><input type="checkbox"/> Exceeds requirements</p> <p><input type="checkbox"/> Meets requirements</p> <p><input type="checkbox"/> Unacceptable</p>
<p><b>Comments:</b></p>	

**Name:**  
**Title:**  
**Review:**  
**Due:**

<p><b>Job Knowledge</b> <i>(the degree of familiarity with procedures and equipment essential to the job)</i></p> <ul style="list-style-type: none"><li>• Maintains and applies supervisory skills needed to perform the job effectively</li><li>• Learns new supervisory and on-the-job skills as needed</li><li>• Ensures assigned equipment is operated efficiently and effectively</li><li>• Applies new and existing knowledge, skills and abilities</li><li>• Makes decisions consistent with skills and experience</li><li>• Assists coworkers in effectively identifying and implementing alternate solutions</li><li>• Ensure coworkers have a clear understanding of daily tasks and duties</li><li>• Prioritizes own work and departmental work in a manner consistent with organizational and departmental objectives</li><li>• Understand and performs all functions and elements of the job</li><li>• Maintains and participates in required certification, training and continuing education with a positive attitude</li></ul>	<p><input type="checkbox"/> Exceeds requirements</p> <p><input type="checkbox"/> Meets requirements</p> <p><input type="checkbox"/> Unacceptable</p>
<p><b>Comments:</b></p>	